

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

7000.4

4/23/92

SUBJ: USE OF FAA FORM 7000-5, REQUEST FOR ACCESS TO AIRCRAFT
OR FREE TRANSPORTATION

1. PURPOSE. This order provides procedures to implement and maintain a system of accountability and security for FAA Form 7000-5 for use in the Liaison and Familiarization Travel Program.

2. DISTRIBUTION. This order is distributed to branch levels in Washington headquarters air traffic, Office of Civil Aviation Security Operations, Office of Information Technology, Washington headquarters building management staff; branch levels in regional air traffic, management systems, logistics, FAA Academy, FAA Logistics Center, FAA Technical Center, and all air traffic field offices and facilities.

3. EFFECTIVE DATE. June 1, 1992

4. BACKGROUND.

a. The FAA Form 7000-5 is an accountable form, and distribution and procurement procedures are required to assure the security and accountability of the form in accordance with Order 1350.15, Records Organization, Transfer, and Destruction Standards, paragraph 7230, Facility Operations Records, subparagraph 5, Familiarization Travel Request Files, and Order 1600.15, Control and Protection of "For Official Use Only" Information.

b. FAA Form 7000-5 (5/86) is being replaced due to the large number of existing forms which cannot be traced.

5. PROCEDURES AND ASSIGNMENT OF RESPONSIBILITIES:

a. The FAA Logistics Center, regions, FAA Academy, regional logistics divisions, and field facilities are responsible for recalling all unused FAA Form 7000-5 booklets upon receipt of the revised edition of FAA Form 7000-5 and completing the following actions.

(1) Destroy all FAA Form 7000-5 booklets (5/86 editions unused and recalled stock).

(2) By memorandum, document and certify the destruction of the May 1986 edition.

(3) Send the certification of the destruction memorandum to the Manager, Executive Staff, ATZ-10.

(4) Retain a copy of the certification of destruction in accordance with the latest edition of Order 1350.15, Records Organization, Transfer and Destruction Standards.

b. In assuring accountability of FAA Form 7000-5 booklets, the FAA Logistics Center, headquarters, regions, the FAA Academy, logistics supply organizations, and field facilities are to:

(1) Complete and maintain FAA Form 4650-20, Familiarization Travel Request Forms Log, for all the FAA Form 7000-5 booklets issued during that fiscal year. The following items of FAA Form 4650-20 are to be recorded:

(a) The quantity of booklets issued.

(b) The request (air traffic (AT)) numbers contained in each shipment.

(c) The shipping (or distribution) date.

(d) The name of the organization and the individual requesting FAA Form 7000-5.

(e) The names of the personnel who distributed FAA Form 7000-5 booklets. The name recorded shall be legible and the original signature of the individual distributing the forms or booklets shall also be legible.

(f) The certified mail receipt number of the shipped forms, if applicable.

(2) Cut off and retain the completed FAA Form 4650-20 at the end of the fiscal year; destroy in accordance with the latest edition of Order 1350.15.

c. FAA Logistics Center.

(1) Is responsible for stocking, tracking, and distributing FAA Form 7000-5 booklets to ONLY the supply support codes indicated for the following organizations:

(a) Washington headquarters Air Traffic Executive Staff, ATZ-10, which is responsible for controlling, tracking, and distributing the booklets to the AT services/offices in Washington headquarters.

(b) Regional office logistics supply organizations responsible for distributing the booklets to the central issuing official in the AT division in their region.

(c) The FAA Academy, Air Traffic branch manager, is responsible for distributing the booklets to the FAA Academy's AT organizations.

(d) The Director, FAA Technical Center, is responsible for distributing the books to the center's air traffic control personnel.

(2) When the FAA Logistics Center receives a request for FAA Form 7000-5 booklets through the Logistics and Inventory System (LIS), it is responsible for:

(a) Checking the requesting organization to determine the authorized supply support code.

(b) Shipping FAA Form 7000-5 to the requesting organization by use of certified mail with return receipt request slip.

(c) Maintaining FAA Form 4650-20, Familiarization Travel Request Forms Log, for all FAA Form 7000-5 booklets shipped.

(d) Destroying FAA Form 4650-20 in accordance with latest edition of Order 1350.15.

d. Washington Headquarters Air Traffic Executive Staff, ATZ-10, is responsible for:

(1) Designating a central control point responsible for stocking, tracking, and distributing FAA Form 7000-5 booklets and forms to Washington Headquarters AT organizations (office, service).

(2) Requesting FAA Form 7000-5 booklets through the appropriate logistics organization.

(3) Completing FAA Form 7000-5, Record of Requests Issued, log for each FAA Form 7000-5 form completed.

(a) The log is cut off when the last form has been dispensed.

(b) Retain the logs by fiscal year and destroy in accordance with latest edition of Order 1350.15.

e. Regional Air Traffic Divisions are responsible for:

(1) Designating a central control point in their division who is responsible for stocking, tracking, and distributing FAA Form 7000-5 booklets and forms to their regional AT organizations (division, branches, and field offices and facilities).

(2) Completing FAA Form 4650-12, Materiel Requisition/Issue/Receipt, to request FAA Form 7000-5 booklets from the FAA Logistics Center, through regional logistics divisions, in order to meet all regional and field facility requirements.

(3) Completing FAA Form 7000-5, Record of Requests Issued, log for each FAA Form 7000-5 form completed.

(a) The log is cut off when the last form has been dispensed.

(b) Retain the logs by fiscal year and destroy in accordance with the latest edition of Order 1350.15.

f. FAA Academy, Air Traffic Branch Manager, is responsible for:

(1) Designating a central control point in his/her organization to be responsible for stocking, tracking, and distributing FAA Form 7000-5 booklets and forms to the FAA Academy AT personnel.

(2) Completing FAA Form 4650-12, Materiel Requisition/Issue/Receipt, to request FAA Form 7000-5 booklets from the FAA Logistics Center.

(3) Completing FAA Form 7000-5, Record of Requests Issued, log for each FAA Form 7000-5 form completed.

(a) The log is cut off when the last form has been dispensed.

(b) Retain the logs by fiscal year and destroy in accordance with the latest edition of Order 1350.15.

g. Director, FAA Technical Center, is responsible for:

(1) Designating a central control point in his/her organization to be responsible for the stocking, tracking, and distributing FAA Form 7000-5 booklets and the forms to the FAA Technical Center AT personnel.

(2) Completing FAA Form 4650-12, Materiel Requisition/Issue/Receipt, to request FAA Form 7000-5 booklets from the FAA Logistics Center through Logistics.

(3) Completing FAA Form 7000-5, Record of Requests Issued, log for each FAA Form 7000-5 form completed.

(a) The log is cut off and retained when the last form has been dispensed.

(b) Retain the logs by fiscal year and destroy in accordance with the latest edition of Order 1350.15.

h. Headquarters AT Offices/Services and Field Facilities are responsible for:

(1) Designating a central control point in their organizations to be responsible for stocking, tracking, and distributing FAA Form 7000-5 booklets and forms to their organizations. Field facilities shall complete FAA Form 4650-12, Materiel Requisition/Issue/Receipt, to request FAA Form 7000-5 booklets from their regional office.

(2) Completing FAA Form 7000-5, Record of Request Issued, log for each FAA Form 7000-5 form completed.

(a) The log is cut off when the last form has been dispensed.

(b) Retain the logs by fiscal year and destroy in accordance with latest edition of Order 1350.15.

i. Regional Logistics Supply Organizations are responsible for:

(1) Stocking, tracking, and distributing FAA Form 7000-5 booklets to ONLY the following organizations:

(a) Washington headquarters Air Traffic Executive Staff, ATZ-10.

(b) The designated issuing official in the AT division in their region.

(c) The Air Traffic Branch, FAA Academy.

(d) The Director, FAA Technical Center.

(2) Upon receipt of the stock of the FAA Form 7000-5 booklets from the FAA Logistics Center, the designated regional logistics specialist shall:

(a) Match booklets with request from the AT divisions.

(b) Distribute FAA Form 7000-5 booklets to the requesting organization.

6. DISPOSITION OF COPIES OF FAA FORM 7000-5:

a. The buff copy of FAA Form 7000-5 shall be given to the air carrier for each flight.

b. All AT organizations shall retain and attach the white copy of FAA Form 7000-5 to the completed FAA Form 1500-7, Familiarization Travel Request.

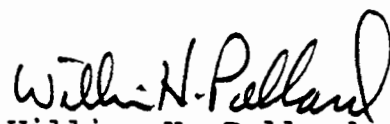
c. All AT organizations shall retain the completed FAA Form 1500-7 with FAA Form 7000-5 attached and FAA Form 7000-5 Booklet Log. Destroy the above referenced forms and booklet in accordance with the latest edition of Order 1350.15.

7. MISSING OR STOLEN FAA FORM 7000-5. Upon discovering that FAA Form 7000-5's are missing or stolen, notify FAA security officials and ATZ-100, Training Requirements Program.

8. FORMS AVAILABILITY. An initial supply of FAA Forms 7000-5 and 4650-20 will be sent out on or about May 1, 1992. Additional copies of the forms may be ordered from the FAA Logistics Center after June 1, 1992, using the following information:

a. FAA Form 7000-5, Request for Access to Aircraft or Free Transportation, NSN: 0052-00-666-4004, Unit of Issue: BK

b. FAA Form 4650-20, Familiarization Travel Request Forms Log, NSN: 0052-00-911-0000, Unit of Issue: SH


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for Air Traffic

4/23/92

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Appendix 2

UNITED STATES OF AMERICA
REQUEST FOR ACCESS TO AIRCRAFT
OR FREE TRANSPORTATION

REQUEST NO.

AT- TO AT-

FEDERAL AVIATION ADMINISTRATION
AIR TRAFFIC

Users should carefully read the instructions on the inside back cover

This Is An Accountable Form

FAA Form 7000-5 (1/02) SUPPLEMENTAL INFORMATION

RECORD OF REQUESTS ISSUED

[illegible]

FAA 7000-5 (11/27/2012) SUPPLEMENT 5 to 6610-10-1

UNITED STATES OF AMERICA AT-
REQUEST FOR ACCESS TO AIRCRAFT OR FREE TRANSPORTATION

AT-

NAME OF CARRIER	FLIGHT NO	HOUR	DATE	FROM	TO
NAME OF TRAVELER			SIGNATURE OF REQUESTING OFFICER		
SIGNATURE OF TRAVELER			DATE		
TITLE OF TRAVELER		CREDENTIAL NO	LOCATION		
REASON FOR REQUEST (Check applicable item) <input type="checkbox"/> TO OBSERVE AIC PROCEDURES IN FLIGHT <input type="checkbox"/> IN FLIGHT EVALUATION OF AIR TRAFFIC SERVICE					

Participation in the FIT GUARANTEES of the FEDERAL AVIATION ADMINISTRATION access to aircraft or free transportation is requested for the person herein named on a SPACE AVAILABLE basis

DEPARTMENT OF TRANSPORTATION

FEDERAL AVIATION ADMINISTRATION
This Is An Accountable Form

